

Assignment 3

Textbook Assignment: "Procurement (continued) and Receipts and Expenditures." Pages 4-5 through 5-4.

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- Learning Objective: Determine the authorized inventory and allowances for a ship's store afloat.
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- 3-1. The basic initial authorized inventory allowance for ship's store stock is normally based upon which of the following factors?
1. Size of the ship
 2. Onboard personnel count
 3. Preference of ship's store personnel
 4. All of the above
- 3-2. In the basic initial authorized inventory allowance, what maximum amount of money is generally allowed per person per month for procurement of stock?
1. \$12
 2. \$18
 3. \$25
 4. \$28
- 3-3. The basic initial authorized Inventory allowance per person per month provides for what maximum number of months of ship's store stock?
1. 1
 2. 2
 3. 3
 4. 4
- 3-4. Service ships, such as ASS, ADs, and ARs, are authorized extra monies per person per month to support ship's store customers. What maximum amount of money per person per month represents this authorized increase?
1. \$6
 2. \$9
 3. \$10
 4. \$18
- 3-5. When your ship is deployed, what maximum additional amount of money per person per month represent the authorized increase?
1. \$10
 2. \$12
 3. \$15
 4. \$18
- 3-6. Procurement of foreign merchandise for ship's store stock should be considered as an authorized addition to the ship's store inventory
1. True
 2. False
- 3-7. Which of the following items of stock should be considered as a separate authorized increase to your inventory whether the ship is deployed or in CONUS?
1. Tax-free cigarettes
 2. Canned sodas
 3. Stereos over \$500
 4. Hobby items
- 3-8. When your inventory limitation is increased for deployment, you should send a letter to NAVRESSO with a copy to the type commander.
1. True
 2. False
- 3-9. When your ship's inventory limitation is increased for deployment purposes, the associated letter of explanation should contain which of the following information?
1. Monetary value of this increase
 2. Reason for the Increase
 3. Period of time the increase will cover
 4. All of the above

3-10. When your ship is deployed, the ship's total authorized inventory should include which of the following amounts?

1. Original authorized inventory
2. Canned soda inventory
3. An additional \$18 per person per month
4. All of the above

Learning Objective: Determine how to analyze the inventory control records and how to make associated recommendations to the ship's store officer.

3-11. The control record is the tool that ship's store managers use in maintaining a running check on working capital available for purchase of new stock.

1. True
2. False

3-12. Normally, the two inventory control records you should use are the Inventory Control Record for Ship's Store Stock and the Inventory Control Record for Standard Navy Clothing Stock.

1. True
2. False

3-13. Under which of the following circumstances can you include standard Navy clothing on the Inventory Control Record for ship's store stock?

1. When your inventory balance for standard Navy clothing exceeds \$300
2. When you sell standard Navy clothing through the same cash register used for ship's store stock
3. When your inventory balance for standard Navy clothing is less than \$300 and sales are less than \$300 a month
4. Both 2 and 3 above

3-14. Generally, your inventory control record for ship's store stock should be maintained at least how often?

1. Quarterly
2. Monthly
3. Daily
4. Weekly

3-15. A 15% markup in the actual cost price of each item of stock is currently being used in ship's stores afloat. If the actual cost of stock item is \$100, determine the retail price of the stock items.

1. \$ 87
2. \$105
3. \$115
4. \$125

3-16. A careful review of which of the following documentation should provide you with valuable information concerning the history of sales and ordering data you will need for future procurement of an item of ship's store stock.

1. Stock Record (NAVSUP Form 464)
2. Armed Forces Measurement Plan (DD Form 358)
3. Afloat Shopping Guide
4. Open purchase contract

3-17. You have just completed a review of the stock records for an item of ship's store stock. Ideally, your maximum stock position should represent the stock you require for what total number of days?

1. 90
2. 180
3. 30
4. 60

3-18. You are supervising the maintenance of the stock record cards. The two types of errors for which you should be on the alert are mechanical and procedural errors.

1. True
2. False

3-19. A mechanical error results when facts and values have not been properly recorded on the stock record card for an item of stock.

1. True
2. False

3-20. Of the following errors concerning the maintenance of a stock record card for an item of ship's store stock, which one is considered to be a mechanical error?

1. The low limit for this item was recorded wrong
2. The ship's store is out of this stock item
3. The markings on this item are too high
4. There is too much stock on hand of the item

Learning Objective: Determine the methods and resources you should use for the selection and procurement of ship's store stock.

3-21. When you are selecting merchandise for procurement of stock for a ship's store afloat, which of the following factors should you consider?

1. Crew preference
2. Operational schedules of your ship
3. Special operating conditions
4. All of the above

3-22. In selecting merchandise for the ship's store, which of the following resources can provide you with valuable technical assistance?

1. NAVRESSO fleet assistance Representatives
2. NAVRESSO Publication No. 81
3. Ship's Store Afloat Catalog
4. All of the above

3-23. You can acquire assistance from NAVRESSO by making a telephone request, visiting a fleet assistance office, and sending a letter request for an advisory.

1. True
2. False

IN ANSWERING QUESTIONS 3-24 THROUGH 3-27, SELECT THE APPROPRIATE DOCUMENT FROM COLUMN B THAT YOU SHOULD USE FOR ORDERING STOCK FROM PROCUREMENT SOURCE LISTED AS THE QUESTION IN COLUMN A.

		A. PROCUREMENT SOURCE	B. PROCUREMENT DOCUMENTS
3-24.	Ship's Store Contract Bulletin for area		1. Order for Supplies or Services/ Request for Quotations (DD Form 1155)
3-25.	Ship's Store Afloat Catalog		2. Armed Forces Measurement Blank (DD Form 358)
3-26.	Ashore supply activity for standard Navy clothing		3. DOD Single Line Item Requisition System Document (DD Form 1348)
3-27.	Ashore supply activity for unusual sizes of Navy clothing for men		4. Requisition and Invoice/ Shipping Document (DD Form 1149)
3-28.	In regard to methods of procurement for ship's store stock, you can acquire ship's store merchandise either by purchase from a commercial source or by transfer.		
		1. True	
		2. False	
3-29.	A transfer of stock takes place any time you submit requisitions to which of the following sources?		
		1. A commercial vendor of any type	
		2. An ashore supply activity or another military organization or government agency	
		3. Another naval vessel, supply officer, or department or section of your own ship	
		4. Both 2 and 3 above	

IN ANSWERING QUESTIONS 3-30 THROUGH 3-33, SELECT FROM COLUMN B THE APPROPRIATE DOCUMENTATION(S) YOU MUST SUBMIT TO EFFECT A TRANSFER OF STOCK FROM THE PROCUREMENT RESOURCE LISTED IN COLUMN A AS THE QUESTION.

	A. PROCUREMENT RESOURCES	B. PROCUREMENT DOCUMENTS
3-30.	Other supply officers	1. Order for Supplies or Services/Request for Quotations (DD Form 1155)
3-31.	From excess stock list	
3-32.	From other appropriations	2. DOD Single Line Item Requisition System Document (DD Form 1348)
3-33.	From other departments aboard your ship	3. Either 1 or 2 above as appropriate
		4. Requisition and Invoice/Shipping Document (DD 1149)
3-34.	Before considering procurement of ship's store stock by purchase, you should first try to acquire the stock by transfer.	
	1. True	
	2. False	
3-35.	When you use the overseas contract bulletins to purchase items of ship's store stock, you should prepare and submit the purchase orders in exactly the same way for merchandise that you would order through which of the following other procurement sources?	
	1. Ship's Store Contract Bulletins for areas within CONUS	
	2. Afloat supply activities for standard Navy clothing	
	3. Other appropriations of your own ship	
	4. Other departments of your own ship	
3-36.	When using the simplified requisition and purchase procedure for purchase of ship's store stock, you must prepare and submit which of the following documents?	
	1. Requisition and Invoice/Shipping Document (DD Form 1149)	
	2. DOD Single Line Item Requisition System Document (DD Form 1348)	
	3. Either 1 or 2 above, as applicable	
	4. Order for Supplies or Services/Request for Quotations (DD Form 1155)	

3-37. When other procurement resources are not available to you, you can purchase limited quantities of authorized items of ship's store stock from Navy exchanges. What form should you use to effect this type of purchase?

1. Requisition and Invoice/Shipping Document (DD Form 1149)
2. DOD Single Line Item Requisition System Document (DD Form 1348)
3. Order for Supplies or Services/Request for quotations (DD Form 1155)
4. Armed Forces Measurement Blank (DD Form 358)

3-38. Whenever possible you should use the open purchase method for purchase of ship's store.

1. True
2. False

3-39. When dealing with commercial sales representatives, which of the following guidelines should you follow?

1. Avoid all contact with commercial sales representatives
2. Accept gifts and favors privately
3. Set order time for contact with sales representatives but strictly follow the policies set forth in the DOD Standards of Conduct
4. Refer sales representatives to another ship

Learning Objective: Determine the responsibilities of the senior Ship's Servicemen for the auditing of procurement records and identify the appropriate procedures to be used in the review of procurement documents.

3-40. One of the primary responsibilities of the senior Ship's Servicemen is assisting the ship's store officer in an audit of the ship's store's records and returns.

1. True
2. False

3-41. All activities with purchase authority must undergo an external purchase operation review at least how often?

1. Every year
2. Every 6 months
3. Every 3 months
4. Every 18 months

- 3-42. In auditing the format of a completed procurement document, you should check to see that the document correctly includes which of the following information?
1. Required specific statements as needed
 2. Fast pay or other purchase agreement requirements as applicable
 3. Specific identification of merchandise
 4. All of the above

IN ANSWERING QUESTIONS 3-43 THROUGH 3-46, SELECT FROM COLUMN B THE CORRECT DISTRIBUTION OF THE ORIGINAL AND/OR COPY(IES) OF THE ORDER FOR SUPPLIES OR SERVICES/REQUEST FOR QUOTATIONS (DD FORM 1155) LISTED IN COLUMN A AS THE QUESTION. FAST PAY PROCEDURES DO NOT APPLY.

	<u>A. DD FORMS 1155</u>	<u>B. DISTRIBUTIONS</u>
3-43. Original only		1. To vendor
3-44. One copy only (does not require signature)		2. To Incoming Material File
3-45. One signed copy only		3. To Outstanding Purchase Order File
3-46. All other remaining copies		4. To Expenditure Invoice File

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- 3-47. In a ship's store afloat, all procurement documents must be logged to which of the following records?
1. Requisition Log
 2. Purchase Order Log
 3. Either 1 or 2 above as applicable
 4. Stock Tally Log

Learning Objective: Recognize the ways in which the senior Ship's Serviceman becomes involved with the procurement of equipment to be used in the resale and service areas of a ship's store afloat

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- 3-48. Major equipment is defined as having a monetary value greater than what amount?
1. \$ 50
 2. \$ 90
 3. \$100
 4. \$500

- 3-49. The procurement of major equipment that includes (major) laundry equipment, barber chairs, and cash registers is controlled directly by what specific authority?

1. NAVRESSO
2. NAVSEA
3. NAVSUP
4. NAVFAC

- 3-50. The installation of replacement vending machines that are greater in weight than the machines that are being replaced must be approved by what primary authority?

1. NAVSUP
2. NAVSEA
3. NAVRESSO
4. NAVFAC

- 3-51. The installation of replacement vending machines that weigh the same or less than the machines that are being replaced can be approved by what authority?

1. NAVSUP
2. NAVSEA
3. NAVRFSSO
4. NAVFAC

- 3-52. Which of the following monetary cost values associated with a single unit of equipment in a ship's store or service area is/are included in the category referred to as major equipment?

1. \$115
2. \$ 96
3. \$ 50
4. Both 2 and 3 above

Learning objective: Determine the preparation requirements and procedures for receipts of ship's store stock.

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- 3-53. When ship's store stock is to be received aboard ship, which of the following steps represent the correct sequence to be followed?

1. Preparation, inspection, relocating stowage
2. Inspection, preparation, stowage, relocation
3. Stowage, relocation, preparation, inspection
4. Relocation, stowage, inspection, preparation

- 3-54. Which of the following conditions represent the best time frame in terms of (a) your ship's operational schedule; and (b) receipt of ship's store stock on board?
- (a) Ship gets underway at 1000;
(b) stock is received at 0600 the same day
 - (a) ship arrives in port at 0800;
(b) stock is received at 0900 the same day
 - (a) Ship arrives in port Friday and remains in port until the following Thursday;
(b) stock is received 1000 on Tuesday while the ship is in port
 - (a) ship arrives in port on 29 August (Monday) and departs 5 September (following Monday);
(b) stock is received on 2 September (Friday)
- 3-55. Before ship's store stock arrives on board, you should notify what official as to the number of people you will need for a working party?
- Commanding officer
 - Executive officer
 - Division officer
 - Weapons officer
- 3-56. In the case of large receipts of ship's store stock, which of the following personnel should be assigned whenever possible to be spotters, checkers, and members of the working party?
- All available chief petty officers
 - Ship's Servicemen
 - Storekeepers
 - Boatswain's Mates
- 3-57. At the actual time of receipt of ship's store stock, the bulk storeroom custodian should be performing which of the following duties?
- Checking stock on the pier
 - Rechecking stock control records for the incoming stock
 - Spot checking security points along the route of the incoming stock
 - Standing by at the bulk storeroom and waiting to receive the stock
- 3-58. The leading Ship's Serviceman or the ship's store officer should be on hand to supervise the receipt of stock that is delivered by which of the following means?
- Truck
 - Helicopter
 - Highline transfer
 - All of the above
- 3-59. usually, what document is used as the receipt paper for items received from a commercial dealer?
- The dealer's invoice
 - The carrier's bill of lading
 - A copy of the procurement document
 - A copy of the invoice prepared at supply support activity
- 3-60. After assuming legal responsibility of the stock received, the bulk storeroom custodian should forward the accountable documents to what organization or individual?
- Contractor
 - Supply center
 - Ship's store officer
 - Supply officer
- A. Laundry soap that was delivered directly to the laundry

B. Fountain pens that were delivered directly to the retail

C. Cigarettes that were delivered directly to the levels storeroom

D. Razors that were delivered directly to the barbershop
- Figure 3A
- THE ITEMS LISTED IN FIGURE 1 REPRESENT A SHIPMENT OF SHIP'S STORE STOCK. IN ANSWERING QUESTION 61, REFER TO FIGURE 3A.
- 3-61. For which of the following items of stock should the ship's store office records show that delivery was made to the bulk storeroom?
- A and C only
 - B and C only
 - A, B, and C only
 - A, B, C, and D

- 3-62. Direct breakouts to a sales or service activity should be posted to which of the following documents?
1. NAVSUP 464
 2. NAVSUP 980
 3. NAVSUP 235
 4. All of the above
- 3-63. In a combined operation of ship's store stock direct turnover does not require second copies of procurement documents.
1. True
 2. False
- 3-64. When you are inspecting receipts on unopened cartons from the factory for quantity, you can accept the quantity shown on the outside of the carton as correct.
1. True
 2. False
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- Learning objective: Determine the correct procedures to be followed in the receipt of shipments with shortages or excess stock.
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- 3-65. If a receipt from another supply officer is short, which of the following actions should you take?
1. Forward a letter to the issuing activity within 5 days of receipt explaining the shortage
 2. Expend the shortage by survey from the Navy Stock Fund (NSF)
 3. Expend the shortage by survey from Ship's Store Profits, Navy
 4. Request the balance of the shipment from the issuing activity
- 3-66. When a receipt is in excess, what document should the recordskeeper use to take up the excess?
1. DD Form 250
 2. DD Form 1149
 3. DD Form 1155
 4. DD Form 1348-1
- 3-67. Your ship has received a short shipment and you have requested a corrected dealer's bill. Before processing the incorrect bill for payment, what total number of days after notification should you wait for the vendor to provide you with a corrected bill?
1. 5
 2. 10
 3. 18
 4. 20
- 3-68. On 3 June you received a partial shipment of merchandise from a commercial source. By 13 June, you received three additional partial shipments, the last completing the order. What maximum number of receiving numbers should you assign to this order?
1. One
 2. Two
 3. Three
 4. Four
- 3-69. Which of the following documents is maintained as a record of receipts?
1. NAVUP Form 978
 2. NAVSUP Form 977
 3. NAVSUP Form 238
 4. NAVSUP Form 235
- 3-70. When a shipment is received without shipping papers, what form should you use to prepare a dummy invoice?
1. DD Form 1148
 2. DD Form 1149
 3. DD Form 1348
 4. DD Form 1348-1
- 3-71. After having prepared a dummy invoice, you receive an actual invoice in a subsequent accounting period. Which of the following actions should you take to account for a difference in value?
1. Prepare an additional invoice on DD Form 1149 for the difference and record the amount on the Financial Control Record
 2. Prepare an adjustment in DD Form 1149, post the net differences to the Journal of Receipts, and include this amount as a receipt in the next set of returns
 3. Prepare an adjusting DD Form 250, post to the stock records, and file the document in the retained files
 4. Back down the original entry, post the correct figures, and submit the invoice with the return for the correct accounting period

3-72. Bonus-free items must be covered by a DD Form 1155 showing the description, quantity, and no-cost value of the items.

1. True
2. False

3-73. Which of the following actions should you take when bonus-free items are identical?

1. Post the total quantity to the stock record card and establish a selling price
2. Give a two-for-one value sale
3. Mark the original items down half-price
4. Mark the original and bonus-free items down half-price

3-74. Bonus-free items should be sold just as though they were regularly ordered items.

1. True
2. False

Learning Objective: Identify the procedures for checking, proceeding, posting, and distributing various types of receipt documents.

3-75. What person should maintain, under lock and key, the accountability file copy of each receipt document?

1. Storeroom custodian
2. Authorized inspector
3. Ship's store officer
4. Supply officer